

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: May 30, 2008

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: DON SCHEPPMANN, Chief
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – MAY REVISION # 05 – 08**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for May 2008. The manual can be obtained by accessing the State Controller's Office public web site at: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

The Table of Contents (TOC) has been updated. The sections within the TOC will now link to the particular sections within the PPM from the SCO web shtml page:
<http://www.sco.ca.gov/ppsd/ppm/toc.shtml>.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the May 2008 PPM are provided below.

Glossary - Nonresident, revised.

Section B - 003 - Payment Type Suffix Codes, revised.

036 - Earnings ID, revised.

100 - Alpha List Agency Codes, revised.

101 - Numeric Listing of Agency Codes, revised.

Section E - 300 - Temporary Disability/Civil Service Introduction, revised.

Section H - 101 - Employee's Withholding Allowance Certificate, revised.

101.1 - Nonresident Aliens With Tax Treaty Exemptions - Exemption from Federal Withholdings, revised.

101.2 - Nonresident Aliens Without Tax Treaty Exemptions, added.

102 - Computation of Withholding Tax, revised.

Section N - 141.1.3 - Long Term Travel Reporting Instructions, revised.

161.2.2 - Taxable Discount Travel/Transit Pass Reporting Instructions, revised.

161.3.3 - Taxable Vanpool Driver Reporting Instructions, revised.

173 - Item Codes and Item Description, revised.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email at acontreras@sco.ca.gov.

DS:AC:CSS